

	Effective Date:		09-12-2011
	Policy #:		G-28
	Supersedes:		08-18-2004
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PURPOSE

The Department of Licensing and Regulatory Affairs (LARA) employees may not engage in partisan or political activities during working hours.

GUIDELINES

1. Political activities include, but are not limited to, political fund raising, training, campaigning, or influencing another person to contribute anything of value to or to vote for any candidate or issue.
2. Working hours include the employee's scheduled work hours and overtime. Nonworking hours include annual leave, unpaid leave of absence, lost time, leave granted to the employee to become a full-time employee of an employee organization holding exclusive representation rights pursuant to an approved collective bargaining agreement, and time other than working hours.
3. LARA employees may not distribute or post campaign literature during working hours. Additionally, no LARA employee may threaten to deny promotions or any other opportunities to any other employee who does not vote for, or contribute something of value, to certain candidates or issues.
4. For purposes of this policy, employees released from their regular workplace for union or other employee organization activities, business or any other purpose, under any leave arrangement, including "annual leave buy-back" provisions, shall be considered to be working. If an employee is released by the Department to take part in union activities deemed to be in the best interest of the State, those activities cannot include partisan political activities.
5. LARA employees, whose salaries are paid solely with nonfederal funds and who do not have any job responsibilities related to federal activities or programs, may hold any local office within the hierarchy of a political party or run for a public office, whether that office is partisan or not, as long as it is done entirely during nonworking hours and it does not conflict with the schedule and performance of their jobs. These employees may also hold an elective State office as long as an unpaid leave of absence from their jobs has been approved.

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6. If a LARA employee's salary is paid from a program that is financed in whole or in part with federal funds or grants, the federal [Hatch Act](#) governs the employee's political activities. In addition to the general restrictions on political activities, the Hatch Act prohibits employees from becoming candidates for a partisan elective office. However, such employees may be candidates for public office in a nonpartisan election or may hold elective office in political clubs and organizations. This must be done during nonworking hours and in a manner that does not interfere or conflict with their jobs. If an employee, whose salary is paid with federal funds, wants to run for a partisan office, the employee must resign from his or her current position.

PROCEDURES

If an employee, whose salary is not paid with federal funds, runs for a State office such as the Michigan Legislature, a state executive branch office, the Michigan Supreme Court or Court of Appeals, the employee must request and shall be granted an unpaid leave of absence from his or her job. The leave must start sixty (60) days before the election or when the candidacy filing requirements are completed, whichever comes closest to the date of the primary or general election. Forms for the leave of absence may be obtained from the Office of Human Resources. A leave of absence is not required when seeking election to a local office, such as county commissioner.

If an employee, whose salary is paid with federal funds or whose job responsibilities relate to federal activities or programs, decides to run for a partisan elective office, the employee must resign from State service based on the requirements of the Hatch Act.

ENFORCEMENT

Appropriate disciplinary action, up to and including termination, may be imposed for failure to comply with this policy.